

Appointment Type: Permanent
Working Time: Full Time
Reference Code: NB21022i
Opening Date: 03/09/2010
Closing Date: 03/11/2010

Correctional Records Technician 1

\$2,663 - \$3,459 Monthly (Range 40) Plus great benefits!

Agency Information

The Department of Corrections (DOC) is seeking one (1) or more highly motivated and qualified individuals to serve as Correctional Records Technician 1's located at Headquarters in Tumwater, WA.

THIS RECRUITMENT IS OPEN TO DEPARTMENT OF CORRECTIONS EMPLOYEES ONLY.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

Agency Mission:

To Improve Public Safety.

DOC offers:

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > Tuition reimbursement
- > The fulfillment of public service

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,750 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Duties

The mission of the Department of Corrections Community Correction Division is to improve public safety by supervising offenders based on Department of Corrections (DOC) policies/procedures and Washington State laws. This position supports that mission by completing the Criminal Conviction Record (CCR) process for offenders, who are: currently under DOC supervision or in prison, pending sentencing and/or the Intake Process. The CCR, in addition to demographic data, forms the basis for determining/creating the offenders' Risk Level Classification (RLC), and used in conjunction with agency policy and current law to determine whether an offender will be supervised by DOC after sentencing or upon release from prison. If assisting in review of prison RLCs, the analysis and completion of the CCR may determine the rate of earned time for an offender and his/her prison release date. To complete the CCR process these positions will: review, analyze and research a variety of official sources to include contacting Records office and/or an Institution, or speaking directly with the offender in order to obtain criminal conviction data prior to entering this information in the Criminal Conviction Record section of the Offender Supervision Plan System. Additionally, on a statewide basis, these positions support agency staff/administration by providing: recommendations involving data input, research to determine comparable crimes, CCR reviews/updates/corrections, quality audits to validate CCR data accuracy and submit audit findings as required. These positions navigate and work with multiple electronic technologies/applications to enter and retrieve data; reads, interprets/analyzes, and researches offender criminal history information using multiple sources to include: NCIC, DISCIS, SCOMIS, the offender, and

the Internet. Assist in making decisions that determine an offender's risk level based on this review and comprehensive knowledge of the Washington State criminal justice system and processes and past sentencing statutes. Generalized knowledge of sentencing processes in other states is applied for comparisons to Washington's sentencing statutes and processes.

Qualifications

REQUIRED QUALIFICATIONS:

- > Must respect and maintain confidentiality;
- > Demonstrate ability to effectively communicate with co-workers, the public and/or criminal justice agencies; and
- > Demonstrate ability to analyze and solve problems under highly stressful or adverse situations.

DESIRED QUALIFICATIONS:

- > Two (2) years of experience maintaining or processing offender records, such as legal files, property files, grievance files, administrative files, medical files, parole files, counselor or custody files, in a governmental law enforcement office, court setting or an adult or juvenile correctional agency;
- > College-level course work in criminal justice, business administration, accounting, social science, or a related field may substitute for one year of experience; and
- > Knowledge of criminal history document processing.

Special Notes

Please consider the following when deciding whether to apply for this opportunity:

- > Must ensure confidentiality in accordance with the offender health plan standards and DOC Policy and Handbook;
- > There may be travel required throughout the State, reimbursement will be provided in accordance with DOC policy;
- > May occasionally work in excess of 40 hours in a work week;
- > All Department of Corrections' employees are fingerprinted for a criminal history background check; and
- > All DOC facilities are smoke and/or tobacco free.

APPLICATION PROCESS:

You must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link located under the "Tips & Help" heading within www.careers.wa.gov.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit:

<http://www.doc.wa.gov/jobs/benefitsummary.asp>.

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, e-mail janet.chapman@doc.wa.gov.

How to Apply

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00021022* and click on Start Search.
5. Click on the link Correctional Records Technician 1, Tumwater, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.